

PUBLIC WORKS INSPECTION SUPERVISOR

DEFINITION:

Under direction; plans, directs, and coordinates the work of Inspectors performing construction inspection for a variety of public works projects; develops and administers the division budget; performs related supervisory and coordination duties as required.

CLASS CHARACTERISTICS:

This class differs from Public Works Inspector class by its responsibility for supervision of inspection staff and coordination with other Public Works Groups. This position reports to the Deputy Director of the Department and is responsible for managing the Construction Inspection Division of the Engineering Division of the Public Works Department.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS:

1. Supervises the work of inspection staff and performs audit inspections of construction work performed under contract to the City, including earth moving operations, placement of base materials, paving, utility placement, culvert construction, pouring of concrete for catch basins, junction structures, curbs, gutters, sidewalks, driveways, signal and lighting system installation and construction of specialized facilities; enforces compliance with contract plans and specifications; computes contractor work in progress; interprets and coordinates contract provisions with contractor.
2. Supervises the work of construction staff and performs audit inspections of private development construction work, including earth moving operations, placement of base materials, paving, utility placement, culvert construction, pouring of concrete for catch basins, junction structures, curbs, gutters, sidewalks, driveways, signal and lighting system installation and construction of specialized facilities; enforces compliance with contract plans and specifications; computes contractor work in progress; interprets and coordinates contract provisions with contractor.
3. Reviews plans and specifications for public and private construction projects; makes recommendations during the plan check process; provides technical information regarding plans, specifications, special conditions, and compliance methods to City staff, contractors, engineers, developers, architects, and general public.
4. Administers and supervises federal-aid construction projects including the preparation of required State and Federal reports, contract progress payments, the acceptance or denial of contract change orders; processing of reimbursement requests for Caltrans, and preparation of final project and accounting reports.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS (Continued):

5. Coordinates inspection activities with City staff, utility agencies, federal and state agencies, contractors, developers, and the general public.
6. Coordinates inspection activities of City and Private Development Projects with other City Departments such as the Utility Manager, the Street Maintenance Supervisor and the Building Department.
7. Assigns and directs the work of inspection staff; discusses job progress with inspectors to ensure that inspections are performed according to City standards; trains inspectors; evaluates performance; takes necessary disciplinary actions.
8. Evaluates work methods and operations; evaluates division policies, procedures, and services to determine effectiveness; makes changes to increase effectiveness to meet department objectives.
9. Receives and negotiates requests for changes to contracts and writes change orders for approval by the City Engineer.
10. Arranges and conducts pre-construction conferences for capital projects; conducts project meetings during construction (when needed) of capital projects.
11. Reviews and approves Schedule of Values to determine interim payments on lump sum contracts.
12. Receives and reviews inspection reports and various permits related to capital projects.
13. Receives calls from department representatives, citizens, consultants, designers, laboratories, utilities and others; handles problems, coordinates projects, resolves disputes and monitors timeliness and budgets.
14. Coordinates project information among management and professional staff.
15. Coordinates On-Call Contracts such as Inspection, Geotechnical Engineering Services and others.

MARGINAL/PERIPHERAL JOB FUNCTIONS:

1. Performs related duties and responsibilities as required.

QUALIFICATIONS:

Public Works Superintendent

Knowledge of:

1. Applicable City, County, State and Federal laws, codes, ordinances, and regulations regarding public and private construction projects.
2. Principles, methods, materials, equipment and safety hazards of construction.
3. Mathematics including algebra, geometry and trigonometry as applied to public works inspection.
4. Soil mechanics, geology, soil sampling and testing methods.
5. Land and construction site survey methods.
6. Construction definitions and terms used on construction plans and other related documents/materials.
7. Technical report writing and preparation of correspondence.
8. Principles and practices of supervision and training.
9. Some knowledge of Federal Aid Project Administration Procedures.

Skill in:

1. Reading and interpreting engineering plans, blueprints, specifications, records of survey, legal descriptions and tract descriptions for both public and private construction plans.
2. Performing mathematical calculations in determining compliance of construction plans and specifications.
3. Detecting and locating faulty materials and/or construction techniques to eliminate possible problems.
4. Prepare clearly written correspondence and technical reports involving mathematical computations.

Ability to:

1. Maintain cooperative relationships with the general public, engineers, developers and contractors under difficult circumstances.
2. Exercise sound independent judgment within established guidelines.
3. Supervise and coordinate the work of in-house and contract inspectors.

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4. Organize and facilitate inspector staff meetings.
5. Inspect difficult general and sanitation construction projects and enforce compliance with plans, specifications, ordinances, and codes.
6. Establish and maintain cooperative working relationships.
7. Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.
8. Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

JOB REQUIREMENTS:

1. Possession of a valid California Class C driver's license (or ability to obtain one prior to appointment) in compliance with adopted City driving standards.
2. Graduation from high school or the equivalent.
3. Four years of journey level experience with a municipal agency in any combination of: 1) plan checking; 2) sub-professional engineering work; or 3) inspection of construction work in progress.
4. Willingness to work out-of-doors in varying weather conditions.
5. Must be capable of sustained walking, lifting, standing and climbing.
6. 1 year of previous supervision experience.

OTHER QUALIFICATIONS:

1. College level course work in drafting, construction management, estimating or inspection, civil engineering or land surveying is highly desired.
2. Prior work experience in a supervisory or lead capacity is highly desired.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

1. Automobile

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2. Hand tools
3. Measurement equipment
4. Reports, forms, pencils and pens
5. Computer monitor, keyboard and printer
6. Copy machines
7. Fax machines
8. Calculator
9. Telephone

PHYSICAL DEMANDS:

1. Mobility
2. Walking
3. Speaking/hearing
4. Driving
5. Seeing
6. Sitting/standing
7. Climbing
8. Manual dexterity
9. Speed in meeting deadlines
10. Lifting up to 50 lbs.

ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:

Office Conditions:

1. Indoors: normal office conditions, 60% of the time
Travel: varying conditions, 40% of the time
2. Noise level: conducive to office setting
3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor levels

Field Conditions:

1. Outdoors: varying weather conditions, all climates
2. Noise level: varying low to high equipment noise
3. Flooring: grass, dirt, rock, asphalt, stairs, etc.
4. Dust: normal outdoor, to high outdoor levels
5. Hazards: Working at developed and undeveloped sites, in various stages of construction. Possible hazardous electrical, and/or chemical exposure.